

## POST IV-2

|   |   |  |
|---|---|--|
| 1. Name of Recruit ( <i>Please print</i> )<br><br><div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>LAST</span> <span>FIRST</span> <span>MIDDLE</span> </div>  | 2. Recruit Class Number (if appropriate)  | 3. Date of Recruit Class (if appropriate)  |
| EMPLOYING AGENCY:   |   | POST ID #<br><br><div style="display: flex; justify-content: space-between; font-size: small;"> <span>____ - ____ - ____ - ____<br/>Last 4 of SSN</span> <span>____ - ____ - ____ - ____<br/>1<sup>st</sup> Four Letters of First Name</span> <span>____ - ____<br/>DAY of Birth</span> </div> |
| 4. Name of Jail Training Officer(s)   | 5. Jail Assignment  | 6. Jail Training Dates<br><br><div style="display: flex; justify-content: space-between;"> <span>From:</span> <span>To:</span> </div>  |
| 1.  |   |  |
| 2.  |   |  |
| 3.  |   |  |
| 4.  |   |  |
| <p>This training guide is a listing of basic detention responsibilities, tasks and procedures. The Jail Training Officer (J.T.O.) will use this guide during the jail training of a recruit. The J.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the J.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The J.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the J.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the J.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p> |   |  |
| 7. I have been instructed in all items as recorded in this jail training guide.<br><br><br><div style="text-align: right; margin-top: 20px;">(Signature of Recruit)</div>   | 8.<br><br><br><br><br><br><br><br><div style="text-align: right; margin-top: 20px;">Date</div>  |  |
| 9. Reviewed by<br><br><br><br><div style="text-align: right; margin-top: 20px;">(Signature of Training Reviewer-Title)</div>  | 10.<br><br><br><br><br><br><br><br><div style="text-align: right; margin-top: 20px;">Date</div> |  |
| 11. I attest that the above-named recruit has satisfactorily completed the prescribed Jail Training program.<br><br><br><br><br><br><br><br><br><br><div style="text-align: center; margin-top: 20px;">SIGNATURE OF AGENCY HEAD</div>   |   |  |